Anchor Organizations Program

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PROGRAM GUIDELINE
FY 2007 Anchor Organizations

michigan council for arts and cultural affairs

Introduction

The State of Michigan Council for Arts and Cultural Affairs (MCACA), an agency of the Michigan Department of History, Arts and Libraries, serves to encourage, develop and facilitate an enriched environment of artistic, creative cultural activity in Michigan. Through a comprehensive program of services and matching grants, MCACA:

* Demonstrates the importance of arts and cultural in daily living
* Provides broad public access to arts and cultural activities
* Supports arts and culture as a catalyst for community revitalization and economic development
* Strengthens arts education
* Supports those who create, present or produce quality arts and cultural projects
* Encourages innovation
* Celebrates diversity
* Facilitates delivery of arts and cultural resources statewide
* Enhances the state's quality of life

This booklet contains requisite information, and forms to help qualified organizations apply for funding in the ***Anchor Organizations Program***. Funding through this program supports, in part, arts and cultural activities which take place between October 1, 2006 and September 30, 2007.

Other MCACA Programs
Arts and Learning
Arts Projects
Capital Improvements
Cultural and History Projects
Local Arts Agencies & Services
Partnerships
Regional Regranting
Rural Arts & Culture

Anchor Organizations are recognized by the MCACA as major institutions with the capacity, financially and institutionally, to implement multi level programs. Anchor Organizations are widely recognized within their region, or multiple regions, of Michigan as hubs of significant arts and cultural and economic activity. In FY 2005, Michigan's Anchor Organizations are responsible for 13,588 employees, 56,000 Michigan artists and leveraged more than $343 million in matching funds.

Many Anchor Organizations have facilities which play an integral role in their ability to provide services, ranging from art production spaces, exhibition and performance halls to zoo enclosures. All must be appropriately staffed and maintained, equipped and financed to succeed. Anchor Organizations possess the requisite organizational and programming capabilities to ensure the success of their programs. Organizations with responsibility for collections exercise a special stewardship to ensure availability of their collections to future generations.

In general, eligible Anchor organizations must:
..... have a five consecutive year history of exemplary arts and cultural programming for the general public.
..... have the appropriate amount of unrestricted revenue, verifiable through certified audit. See category descriptions on pages 13, 15 & 17 for specific requirements.
..... have a demonstrated ability to leverage grant funds and other private support.

There are three areas for organizations to apply, Category I Anchor Organizations, Category II Anchor Organizations and Category III Anchor Organizations. These Categories are described in detail on pages 13, 15 & 17.

The Application deadline for Fiscal Year 2007 Anchor Organization Applications is June 1, 2006.
There is also a required application fee of 3% of your request, or $300, whichever is less.
<u>**This fee is subject to legislative changes at any time.**</u>
If you have questions contact MCACA at (517) 241-3972 or by TTY at (517) 373-1592.

Anchor Organizations Program *at a Glance*

√ FY 2007 will be year one of a new three year cycle

√ There are three categories of Anchor Organization
CI---Regional
CII --- Multi regional
C III ---Statewide

√ Each category has specific review criteria, some unique to the specific category.

To be Eligible...
√ Applicants must be incorporated, tax exempt, organizations.

Category I ---- must have $500,000 in unrestricted revenue as reflected in their last certified audit
Category II ---- must have $1.5 million in unrestricted revenue as reflected in their last certified audit
Category III ----must have $4.5 million in unrestricted revenue as reflected in their last certified audit

Funding Basics...
√ Category I ---- $50,000
Category II ----- $100,000
Category III ---- $750,000

√ A 1:1 cash match of grant funds is required.

√ Funded projects must be completed
within the MCACA Fiscal Year, 10/1/2006 - 9/30/2007.

√ Applicants may also apply to the Arts Projects or Arts & Learning programs.
However only one grant will be awarded.

Deadline...
√ A "letter of Intent to Apply" is required. The letter must be post marked by April 28, 2006.
√ Applications must be postmarked no later than June 1, 2006.
Hand delivered applications must be in MCACA offices by June 1, 2006 at 4:00 p.m.
Late applications will **NOT** be accepted.

√ An application fee of $300 or 3% of the request must be included with this application

√ Metered mail IS NOT acceptable.

**MCACA
Anchor Organizations Program
702 West Kalamazoo
P.O. Box 30706
Lansing, MI 48909-8206**

Program Description

Legislative Boilerplate

The Michigan Council for Arts and Cultural Affairs is required by law to ask that its grant recipients adhere to certain obligations and responsibilities in turn for receiving tax dollar support from Michigan's citizens. Below are a few of the requirements as put forth in 2005 Public Act 157, [in part] states:

Sec. 401. (1) The MCACA in the department shall administer the arts and cultural grants appropriated in part 1.

(2) The MCACA shall render fair and independent decisions concerning arts and cultural grant requests and shall do all of the following:
- (a) Use published criteria to evaluate program quality.
- (b) Seek to award grants on an equitable geographic basis to the extent possible given the quality of grant applications received.
- (c) Give priority to projects that serve multiple counties or that leverage significant additional public and private investment.

(3) The MCACA shall not award grants for projects or activities that include displays of human wastes on religious symbols, displays of sex acts, and depictions of flag desecration.

(4) The MCACA shall provide for fair, equitable, and efficient distribution of funds granted through the regional regranting program. The MCACA shall provide for an annual assessment of grant management and distribution of mini-grant awards by designated regional regranting agencies and review the methodology employed.

Sec. 403.
(1) From the state funds appropriated in part 1 for arts and cultural grants, no one organization may receive more than 17% of this funding. It is the intent of the legislature that this percentage be reduced to 16% in fiscal year 2007, and 15% in fiscal year 2008.

(2) The MCACA shall make every effort to provide total grant awards in the anchor organization program at a level not to exceed 70% of the total amount appropriated for arts and cultural grants.

(3) As documented in the audit report that is submitted as part of the grant application process, the total of all grants awarded to any organization receiving grants within the anchor organization program may not exceed 15% of their "total unrestricted revenues, gains, and other support," as defined by the financial accounting standards board in the accounting standards for not-for-profit organizations.

(4) Before any amount appropriated for arts and cultural grants in part 1 may be expended for a grant to an eligible recipient, the department shall execute a grant agreement with the recipient. The grant agreement shall identify the projects funded and specify the category in section 402 under which the grant is awarded.

Sec. 404. Grant applicants must meet and adhere to the following requirements:
- (a) Each applicant shall pay a nonrefundable application fee of $300.00 or 3% of the desired grant amount, whichever is less. The department may use the application fee to offset its direct and indirect costs.
- (b) An applicant for a grant under the anchor organization program shall submit with the application the applicant's most recent annual audit report which states their "total unrestricted revenues, gains, and other support," as defined by the financial accounting standards board in the accounting standards for not-for-profit organizations. The audit report must cover an audit period that ends within 18 months of the date of the application.
- (c) Each applicant shall identify proposed matching funds from local and/or private sources on a dollar-for-dollar basis. The dollar-for-dollar match may include the reasonable value of services, materials, and equipment as allowed under the federal internal revenue code for charitable contributions.

Program Description

Boilerplate cont.....

Sec. 405. Each grant recipient shall provide the MCACA with the following:

    (a) The MCACA shall receive proof of the entire amount of the matching funds, services, materials, or equipment by the end of the award period.

    (b) Within 30 days following the end of the grant period, a final report that includes the following:

        (i) Project revenues and expenditures including grant matching fund amounts.

        (ii) Number of patrons attracted or benefiting during the grant period.

        (iii) A narrative summary of each project and its outcome.

    (c) By April 7 of the grant year, each recipient of a grant greater than $100,000.00 shall submit an interim report that includes the items identified in subdivision (b).

The Public Act, in its entirety, can be read at http://www.legislature.mi.gov/

Eligibility

Applicants must be incorporated in the State of Michigan. They must also ensure that no part of net earnings benefit a private individual. Donations to the organizations must be allowable as a charitable contribution under section 170c of the Internal Revenue Code of 1954 as amended. (Organizations having status under Section 501(c)(3) of the Internal Revenue Code and local Units of Government, meet this criteria). Any applicant that has unmet obligations on current grant contracts, such as overdue or incomplete reports or other significant problem, is not eligible to apply for future funding. If any applicant whose application is pending, fails to meet MCACA requirements on a current contract, that pending application will be removed from the review process. If any applicant should fail to meet MCACA requirements on a current grant, following the review process and Council approval on a future application, the newly approved grant will be rescinded. Anchor Organizations may apply to the Arts Projects Program or the Arts & Learning Program, however only one grant will be awarded. Anchor Organizations may not be the beneficiary (subgrantee) of a Capital Improvement Program grant or apply to the MCACA Regional Regranting Program (minigrants). ***Other State of Michigan agencies, divisions, or departments are not eligible to apply for funding from MCACA.***

Waiver Requests - Due May 16, 2006

Organizations which seek a waiver of any portion of the program guidelines, must do so in writing by **May 16, 2006**. Waivers are a highly unusual occurrence and should be fully discussed with MCACA staff prior to submission. Request for waivers will be reviewed and acted upon by the Council's Executive Committee. This action may not be completed prior to the application deadline. Applications submitted pending action by the Executive Committee on a waiver request will be processed pending action.

Accessibility

MCACA strives to make the arts accessible to all people and this is a priority of its funding programs. Funded organizations/schools agree to make every attempt to ensure that programs are accessible to persons with disabilities. According to state and federal law, every publicly funded organization must place itself in the position of being able to provide accommodations when persons with disabilities make requests for services. Accessibility involves the location, various communication/promotional tools <u>AND</u> the content of the program. Thinking about accessibility issues early in the planning process of the project is key to ensuring that persons with disabilities will be able to participate in the program.

Reporting Requirements

All grantees are required to provide project reports, including a final report of actual project revenues and expenditures and a completed final narrative summary of each project and its outcome. Grantees that are awarded more than $100,000 by MCACA, are required to submit an interim report and a final report. Payments are often tied to the receipt of these reports.

Guidelines

Funding

The Council reserves the right to limit the number of grants to any one applicant. It is unlikely that more than one application will be funded. Organizations applying to the Anchor Organizations Program may apply to the Arts Projects or Arts & Learning program, however only one grant will be awarded. The primary focus of funding in the Anchor Organization Program is to support arts and cultural projects.

Funding <u>may be</u> used for...

$ Salaries, wages, honoraria artist fees

$ Supplies, materials, catalog, posters, packaging, distribution and other marketing expenses

$ Internships, artist residencies, commissions

$ Arts and Cultural-related industry development

$ Administrative fees, professional development or training fees

$ Equipment rental

$ Space rental

$ Production costs

$ Technology costs, excluding the purchase of equipment

$ Facility maintenance, excluding permanent structural or other permanent capital improvement

$ Video, film development

$ Development costs, excluding events (openings, receptions etc.)

$ Costs related to market research or visitor studies

$ Costs related to preparation and research of original manuscripts and limited edition publications by non-profit organizations or individuals holding copyright

$ Curriculum development, in-service, or curricular activities

$ Recording costs

$ Lectures, symposia, panels, public discussions

$ Planning, design, documentation, evaluation, promotion

$ Exhibits, readings, series, performances, classes, seminars, in-service activities, workshops

Funding <u>may not</u> be used for...

✘ Costs associated with the start-up of a new organization.*

✘ Costs incurred prior to the grant starting date.*

✘ Fund raising events etc.

✘ Projects that take place outside the state, foreign travel or out-of-state travel.

✘ Consultants who are member of an applicant's staff or board.

✘ Indirect costs (charges made by an organization to cover the management or handling of grant funds).*

✘ Exhibitions or productions by children or students in grades K-12.

✘ Payments to students.

✘ Projects that utilize funding from State Council programs as matching funds, or matching funds that are used for more than one Council grant.

✘ Projects for which more than one Council grant is requested.

✘ Regranting or subgranting by the applicant or other organizations.

✘ Purchase awards, cash prizes, scholarships, contributions or donations.*

✘ Food or beverages for hospitality.

✘ Entertainment or reception functions.*

✘ Science projects without a clear cultural focus.

✘ Historical Projects without a clear cultural focus.

✘ Payments to endowments*

✘ Existing deficits, licensing fees, fines contingencies, penalties, interest or litigation costs.*

✘ Restoration of historic buildings, preservation or restoration of non-arts collections.*

✘ Publication , records, films of a commercial nature, i.e. works of questionable artistic value produced to realize quick market profit.*

✘ Creation of textbooks / classroom materials.*

✘ College or university faculty exhibitions or performances.*

✘ Internal programs at colleges or universities.*

✘ Commissioning of their faculty by colleges or universities.*

✘ Scholarly or academic research, tuition, and activities, which generate academic credit or formal study toward an academic or professional degree.*

✘ Exhibitions of works which are not originals, i.e. photos panels or facsimiles of original objects.

✘ Capital improvements, new construction renovation or permanent equipment items.*

✘ Projects that include displays of human wastes on religious symbols, displays of sex acts, and depictions of flag desecration.*

* Note - These activities may not be included in the project budget.

Other Information

Anchor Organizations Maximum Amount of Request for Grant Funding

In the spirit of partnership, any major changes to the Anchor Organizations program is done with input from the State's Anchor Organizations. This year, through public meetings and working groups, Anchor Organization representatives recommended to Council that the maximum amount of grant requests should be reduced to reflect amounts that could more realistically be funded. The Council's FY 2007 Programming Framework incorporated that recommendation and strove to determine maximum grant requests through a logical process.

Program maximum grant requests for FY 2007 were determined at a level that reflects the current appropriation environment and are not lower than the maximum FY 2006 grant awards in a program or program category. This strategy works for all programs and grant awards with the exception of the Anchor Organization Program Category III where one organization received over $750,000. It is not the intent of the Council to single out one institution for a disproportionate cut from the previous year. Council will take this and other circumstances under advisement as the funding determination process proceeds.

Note:
Funds are appropriated on an annual basis and there is no guarantee of funding to any organization from year to year.

Cultural Economic Development and the Department of History, Arts and Libraries

As part of its Michigan's overall Economic development Strategy, The Department of History Arts And Libraries recognize Michigan's Anchor organizations as "cultural magnets" and instrumental to the state's overall cultural economic development strategy. Below are selections from the Cultural economic Development Strategy outlining the goal, objectives and the importance of cultural magnets.

The entire Cultural Economic Development Strategy is available at http://www.michigan.gov/hal.

Goal
Our goal is for Michigan's cultural sector to reach its economic potential. HAL cannot do this alone. However, we are eager to take on the challenge of leadership, working with other state departments, economic developers, regions, communities and the institutions and people who make up our sector. We want to maximize the power of collaboration and to capitalize on the creativity and competence of Michigan's cultural community.

Objectives
1. **Develop Research-Based Practice and Measurement**
Provide continuous scientific research on the market and non-market values, and best practices regarding cultural sector activity in Michigan.

2. **Support Cultural Magnets**
Strengthen those places and institutions in Michigan with the power to attract and hold people and businesses, define local or regional cultural heritage, draw tourists, and catalyze economic growth.

3. Grow Entrepreneurship and Jobs

Support and nurture emerging artists, crafts persons, small design and media businesses, and other for-profit and non-profit cultural-based creative enterprises.

4. Foster Community Cultural Economic Development

Increase awareness and understanding in communities of how culture can be leveraged to cause local and regional business growth, strengthen community cultural economic development incentives, and promote and market key cultural industries.

5. Build Human Capital

Provide educational and leadership development opportunities that encourage personal creativity and initiative, and offer Michigan's current and future leaders needed resources for spearheading long-term cultural economic growth and community creative development.

6. Grow Partnerships and Collaborations

Encourage existing partners and grow new partnership and collaborative relationships to strengthen and leverage implementation of this strategy.

Cultural Magnets

Cultural institutions and places where artists and creative workers congregate and share ideas and their work attract and hold people and business. These cultural assets define Michigan, draw tourists, and catalyze further economic growth. One need but look at the changes in the neighborhood surrounding the Detroit Opera House to see the potential. In Alpena, the creation of the Thunder Bay national marine Sanctuary has galvanized the community around its heritage and tourism; and the sanctuary's new visitor center is at the core of the $25 million redevelopment of a former paper mill site. Michigan must ensure that these places and the people whose creativity supports them have the resources needed to remain strong, vibrant and attractive. And it must use these places and people to define its image, attract tourists and grow business. This part of the strategy includes:

.. The Michigan Brand: a new image for Michigan that combines its cultural and natural heritage and grows out of community-based discussion

.. Cultural Tourism: market-research-based development and delivery of destination quality experiences that can attract new tourists to Michigan

.. Business Attraction: deliberate use of Michigan's cultural resources to create environments aimed at attracting new business and retaining existing business

.. Cultural Resources Trust Fund: built from multiple sources and able to provide loans, grants and venture capital consistent with this strategy

Program Description

The goal for the Michigan Council for Arts and Cultural Affairs Anchor Organization Program is to afford citizens and visitors to the State of Michigan, arts and cultural experiences of the highest caliber.

MCACA expects Anchor Organizations to:

* Participate as partners with MCACA to further the goals of the [Michigan Council for Arts and Cultural Affairs Strategic Plan 2006 – 2010](#)
* Bring acclaim to their region and to the state of Michigan
* Increase the state's competitive position, economically and culturally through activities which create greater understanding and appreciation of the importance of the arts and culture and foster an awareness of their aesthetic, economic, cultural and social relevance
* Be a catalyst for job creation and retention
* Set standards as well as adhere to the strictest of professionally accepted practices
* Serve broad audiences
* Be accessible to all of Michigan's citizens, programmatically, physically and economically
* Engage communities through their core programs and educational efforts
* Provide leadership to their fields
* Foster collaborations and partnerships between arts organizations, local governments, business and community leaders.

The Anchor Organization Program is a three-year program:
This is the Year 1 of the three-year cycle in the Anchor Organization Program and therefore open to new applications. Participation in the Anchor Organization Program is not guaranteed, nor is there a commitment to fund this program, or participating organizations, at current levels. Years 2 and 3 of the Anchor Organizations Program are closed to new applicants.

Year 1 --------- Comprehensive multi-year (3 years) grant application submission, program eligibility determination, peer panel application review, grant award determination

Year 2 --------- Summary grant application submission, interim/final grant report submission/assessment and grant award determination

Year 3 --------- Summary grant application submission, interim/final grant report submission/assessment, and grant award determination.

The Anchor Organization Program is for arts and cultural producing and/or presenting organizations. This program is not designed for service organizations, such as local arts agencies, councils or for public broadcasting. They are therefore not eligible to apply.

Cultural/Heritage/Sciences.....

MCACA recognizes some programs implemented by Anchor Organizations are not "arts" based.

Therefore, fiscal year 2007 applications may include cultural/heritage components which provide greater access to, and use of, collections as well as contribute to the understanding of Michigan's rich cultural heritage.

Applications may also include Cultural/Science components that explore the interrelationship between science literacy and cultural understanding and expression.

Program Description

Underserved Community/Areas Definitions

It is the Council's long-term goal to make quality arts and cultural programs and services available to all 83 counties in the State of Michigan.

Underserved Community
An underserved community is defined as one in which people lack access to arts programs, services, or resources due to geography, economic conditions, cultural background, sociopolitical circumstances, disability, age, or other demonstrable factors. The term "community" can refer to a group of people with common heritage or characteristics, whether or not living in the same place.

Underserved areas
"Underserved areas" are identified and defined by the Council as the counties listed below:

Alcona	Alger	Allegan	Antrim	Arenac
Baraga	Barry	Bay	Benzie	Branch
Cass	Clare	Crawford	Eaton	Gladwin
Gratiot	Hillsdale	Ionia	Iosco	Iron
Kalkaska	Keweenaw	Lake	Lapeer	Livingston
Luce	Mackinaw	Manistee	Mason	Mescota
Menominee	Missaukee	Montcalm	Montmorency	Monroe
Oceana	Ogemaw	Osceola	Otsego	Presque Isle
Roscommon	Schoolcraft	Shiawassee	Van Buren	Wexford

Application Fee
Applicants are required to pay an application fee for each submitted application. The check should be made out to the State of Michigan, stapled to the cover page of the application form , placed inside envelope #1, "Originals" Applicants must provide a non-refundable fee of $300 or 3% of the grant request, underline is less. Applications submitted without the application fee will not be considered for funding. This fee is subject to change by action of the Michigan Legislature. Change in this fee could happen after the submission of your grant application.

ATTENTION --- NEA American Masterpieces Designation

The Michigan Council for Arts and Cultural Affairs has received a new grant from the National Endowment for the Arts in support of the American Masterpieces Initiative. American Masterpieces funding will be infused into MCACA's Anchor Organization and Arts Projects Programs. Applicants will be provided the opportunity to designate their application as an American Masterpieces project. Applications will be accepted for all four designated American Masterpieces disciplines; choral music, dance, musical theater, and visual arts. During this year's peer review, reviewers will also determine the application's qualification as an American Masterpiece project. Therefore, applicants will be required to make the case and provide evidence for qualification as an American Masterpieces project. Please see pages 30-31 for American Masterpieces activity descriptions.

Grantee Requirements

Grantees must confirm project / program implementation plans and, if requested, revised budget based upon the actual grant award.

Grantees must sign a contract detailing terms for the use of Council funds.

Grantees who are local governmental units are subject to the requirements of the government-wide common rule, "Uniform Administrative requirements for Grants & Cooperative Agreements to State and Local Governments." Nonprofit organizations, inclusive of colleges and universities, are subject to the requirements of OMB Circular A-110, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations."

OMB Circular A-133, "Audit of States, Local Governments and Nonprofit Organizations", includes specific guidance for conducting financial and compliance audits. The threshold for requiring an audit is $500,000 in *yearly expenditures* of Federal awards. This amount is the aggregate of funds from all Federal sources.

Grantees are required to assure the Council that they intend to comply with Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 (ADA); the Age Discrimination Act of 1975; and title IX of the Education Amendments 1972, where applicable. Title VI prohibits discrimination on the grounds of race, color or national origin; Section 504 prohibits discrimination on the basis of disability; ADA prohibits discrimination on the basis of disability; the Age Discrimination act prohibits discrimination on the basis of age; and Title IX prohibits discrimination on the basis of sex.

Applicants are required to demonstrate compliance by implementing requirements outlined in Michigan Executive Order 79-4 "Equal Opportunity Standards in State and Federal Contracts".

Grantees must assure the Council that professional performers and/or related or supporting personnel employed in projects funded by the Council shall not receive less than the prevailing minimum compensation as determined by the Secretary of Labor. Labor standards set out in Part 505 (29CFR) "Labor Standards on Projects or Productions Assisted by Grants from the National Endowment for the Arts." In addition, grantees must assure the Council that no part of projects funded by the Council will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of employees engaged in such projects.

Grantees should use cost accounting principles which comply with requirements as set forth in Federal OMB Circular A-122, "Cost Principles for Nonprofit Organizations", A-87 for Local governments, or A-21 for Educational Institutions.

Consistent with Public Law 101-512, when purchasing equipment and products under a Council grant, grantees are encouraged to purchase American-made equipment and products.

Grantees are required to execute projects and/or productions in accordance with the requirements of National Endowment for the Arts regulations implementing Executive Order 12549, "Debarment and Suspension," certifying that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department of agency.

Grantees are prohibited from conducting general political lobbying, as defined in relevant statutes, regulations and OMB circular within a Council funded project.

Travel outside the United States, its territories, Mexico, and Canada not identified in the grant application must be specifically approved in writing by the Council before travel is undertaken. Such travel, if approved, must comply with applicable state and federal regulations.

Council support must be credited and included in all publicity and in all media materials used in the activity. Materials submitted with applications will not be returned. Some submitted materials may be used by MCACA as promotional tools. Grantees must submit, in a Council supplied format, a final report. The final report must include a written financial statement, budget itemization program assessment and publicity materials from the activity (i.e. publication materials, photographs and news stories). Selected grantees may also be required to submit an interim report.

Anchor Organization Review Process

Applicants to the Anchor Organization Program will choose which of three categories they wish to apply to based on the mission of their organization, the service their organization provides, as well as budgetary eligibility criteria. The category distinctions are: **Category I , Category II, or Category III.**

PLEASE NOTE: In year two or year three of the application process, applicant organizations may choose to apply to a lower category, (i.e. from Category II to Category I or Category III to Category II) however they may not apply to a higher category.

In general, the Anchor Organizations Program supports excellence in a wide range of disciplines. Activities may include, but are not limited to, performance series or seasons, exhibitions, tours or the creation of new works. Programs that expand access to arts and culture and promote the use of arts and culture to address community needs are of special interest.

Each category, described on pages 13, 15 & 17, will also be split into Material or Performing organizations.

Material Organizations

A material organization is one in which physical collections and exhibits are at the crux of the organizational mission. Organizations such as museums and zoos are examples of material organizations.

Performing Organizations

A performing organization is one in which the performance of artistic work is at the crux of its mission. Organizations such as symphony orchestras or professional theaters are examples of performing organizations.

Review Panel Process ----- Year One

For fiscal year 2007, the application review process is as follows.

1) Any organization meeting the Anchor Organization eligibility requirements and financial obligation, may apply for funding.
A letter of Intent to apply must be postmarked by April 28, 2006:
Applications must be postmarked by June 1, 2006.

2) There will be two peer review panels, Performing Arts Panel, Material Arts Panel, for each of the three Anchor Organization Categories.

3) Each panel will have up to 30 minutes to review each application. This time frame includes a 10 minute interview with representatives of the applicant organization.

4) The panel will score each application based on the published criteria contained in this booklet. Their scores become the basis for funding recommendations to the Council.

ATTENTION

Any Anchor Organization scoring below the Council determined benchmark on their Year 1 grant proposal, will not be funded within the Anchor Organizations Program and could potentially <u>receive zero funding for FY 2007</u>. Any organization not receiving funding may appeal that decision to the Council. Contact your program coordinator for further details.

Category I Anchor Description

Category I organizations have a documented 5 year history of providing high quality programs to large and diverse audiences. They also have a documented impact on the regional economy.

These organizations provide a variety of programs to the public. Programs supported by MCACA within this category are multifaceted and of regional significance. (A multifaceted program is a series of interrelated activities of high quality combined with a comprehensive educational component and community outreach). Supported activities also contribute to the growth and development of artistic or cultural excellence and have mechanisms in place to ensure community involvement in planning and decision making. They also impact employment, especially within their organizations, their community, and that of Michigan artists, creators and innovators.

> **Category I Anchor Organizations**
>
> * **Function within a defined region**
>
> * **Are widely recognized, within their region, as a focal point for arts and culture.**

Category I organizations must have significant regional impact as exemplified by attracting an audience from a well defined region, implement outreach endeavors and provide services to a wide range of audiences and/or underserved communities. These organizations should also engage communities in an effort to promote the significance of arts and cultural activities in daily life.

This category supports mid-level and large arts and culture producing and presenting organizations.

> ### Category I Anchors Must...
>
> have minimum documented unrestricted revenues of $500,000 as certified by an independent auditor. Category I Anchors may request up to $50,000.

Matching Funds

Category I Anchor Organization grant recipients are required to make a minimum 1:1 cash match. State funds may not be used as matching funds. Any additional matching funds, over and above the cash match, may include other cash, earned revenue, contributions, and "in-kind" funds which represent a reasonable value of services, materials, and equipment, as allowed under federal Internal Revenue Service code for charitable contributions.

> ***NOTICE**
> **The Council will not support general operating costs or projects and activities which are within the primary instructional and services responsibilities of a College or University, or are limited to the College or University faculty, staff and students. With their application for funding, Colleges and Universities must provide:**
>
> 1) **Documentation of a demonstrated benefit to the community at large**
> 2) **Provide documentation of community involvement in the planning/implementation of the project**
> 3) **Include letters of support from community organizations**.

Category I Anchor---Review Criteria

Review Criteria

The questions posed within these four groups are used by peer reviewers as the primary tool to evaluate your proposal. Each peer reviewer will determine if the questions posed within the review criteria have been adequately answered by your grant proposal and score your application accordingly. Although it is not necessary to answer each individual question posed within the four sets of review criteria, your proposal must address each of the four review criteria areas. In that respect, the review criteria may also serve as an outline for your grant proposal.

Quality

50 points

Does the proposed program:

Demonstrate a significant contribution to arts and culture?

Use nationally accepted professional standards for presentation and/or performance?

Make use of recognized artists, or themes for exhibits?

Challenge and cultivate the arts and cultural "awareness" of a broad and diverse audience?

Make use of appropriate facilities/sites, consistent with national standards?

Make use of appropriate tools to evaluate programs?

Make use of information based on documented and reviewable research?

Impact

20 points

Will the proposed program:

Significantly impact the arts and cultural environment of the region?

Draw a significant audience? Document audience?

Include a comprehensive educational component?

Positively impact the employment of Michigan artists, creators and innovators?

Have clear evidence of economic impact, including the amount of leveraged support from sources other than MCACA?

Have a significant amount of support from earned income?

Have an appropriate number of volunteers, if applicable, involved in program support activities?

Create or retain jobs?

Create or have an impact on cultural tourism opportunities in their region?

Management

10 points

Is the proposed program:

Suitable in light of the organization's mission statement?

Reflective of an inclusive planning process?

Likely to be implemented as planned within the fiscal year?

Sufficiently and appropriately funded, according to the organization's budget?

Employ qualified managers, planners, and program personnel?

Using appropriate physical resources in program implementation?

Using effective and documented evaluation measures?

Delivery

20 points

Does the proposed program:

Use appropriate promotional methods to make a broad audience aware of performance/presentation opportunities?

Have an appropriate marketing plan?

Partner with organizations to expand the effectiveness of program opportunities? (Include collaborative projects?)

Engage communities in an effort to promote the significance of arts and cultural activities in daily life?

Include targeted audiences, (i.e. underserved, special audiences, etc.) in program development?

Include steps to ensure overall accessibility?

Category II Anchor Description

These organizations have a documented history of at least 5 years of quality programing to a large and diverse audience from across more than one definable region. They also have a documented impact on Michigan's economy and contribute to the growth and development of artistic excellence.

Category II organizations provide multifaceted programs that foster the long-term cultural development of their community. (A multifaceted program is a series of interrelated activities of high quality combined with a comprehensive and significant educational component and community outreach.) They also impact employment, especially within their organizations, their community, and that of Michigan artists, creators and innovators.

Category II organizations must have significant impact as exemplified by attracting an audience from more than one well-defined region, outreach endeavors and services that provide access to a wide range of audiences and/or underserved communities. They must directly address issues of programmatic and physical access, and offer opportunities for collaborative efforts to organizations in other regions. These organizations should have mechanisms in place to ensure community involvement in planning and decision making and also engage communities in an effort to promote the significance of arts and cultural activities in daily life.

This category supports large arts and culture producing and presenting organizations.

Category II Anchor Organizations

* **Function within their defined service area, that encompasses more than one region**

* **Are widely recognized, across multiple regions, as a significant or prominent center for arts and cultural activity and programming.**

Category II Anchors Must...

have minimum documented unrestricted revenues of $1,500,000 certified by an independent auditor. Category II Anchors may request up to $100,000.

Matching Funds

Category II Anchor Organization grant recipients are required to make a minimum 1:1 cash match. State funds may not be used as matching funds. Any additional matching funds, over and above the cash match, may include other cash, earned revenue, contributions, and "in-kind" funds which represent a reasonable value of services, materials, and equipment, as allowed under federal Internal Revenue Service code for charitable contributions.

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*NOTICE
The Council will not support general operating costs or projects and activities which are within the primary instructional and services responsibilities of a College or University, or are limited to the College or University faculty, staff and students. With their application for funding, Colleges and Universities must provide:

1) **Documentation of a demonstrated benefit to the community at large**
2) **Provide documentation of community involvement in the planning/implementation of the project**
3) **Include letters of support from community organizations**.

Category II Anchor---Review Criteria

Review Criteria

The questions posed within these four groups of criteria are used by peer reviewers as the primary tool to evaluate your proposal. Each peer reviewer will determine if the questions posed within the review criteria have been adequately answered by your grant proposal and score your application accordingly. Although it is not necessary to answer each individual question posed within the four sets of review criteria, your proposal must address each of the four review criteria areas. In that respect, the review criteria may also serve as an outline for your grant proposal.

Quality

50 points

Does the proposed program:

Demonstrate a significant contribution to arts and culture?
Use nationally accepted professional standards for presentation and/or performance?
Make use of recognized artists, or themes for exhibits?
Challenge and cultivate the arts and cultural "awareness" of a broad and diverse audience?
Make use of appropriate facilities/sites, consistent with national standards?
Make use of appropriate tools to evaluate programs?
Make use of information based on documented and reviewable research?

Management

10 points

Is the proposed program:

Suitable in light of the organization's mission statement?
Reflective of an inclusive planning process?
Likely to be implemented as planned within the fiscal year?
Sufficiently and appropriately funded, according to the organization's budget?
Employing qualified managers, planners, and program personnel?
Using appropriate physical resources in program implementation?
Using effective and documented evaluation measures?

Impact

20 points

Will the proposed program:

Significantly impact the arts and cultural environment of Michigan?
Draw a significant and documented audience from multiple regions?
Include a comprehensive educational component?
Positively impact the employment of Michigan artists, creators and innovators?
Have clear evidence of economic impact, including the amount of leveraged support from sources other than MCACA?
Have a significant amount of support from earned income?
Have an appropriate number of volunteers, if applicable, involved in program support activities?
Create or retain jobs?
Create or have an impact on cultural tourism opportunities in Michigan?

Delivery

20 points

Does the proposed program:

Use appropriate promotional methods to make a broad audience aware of performance/presentation opportunities?
Have an appropriate marketing plan?
Partner with organizations in other regions to expand the effectiveness of program opportunities? (Include collaborative projects?)
Engage communities in an effort to promote the significance of arts and cultural activities in daily life?
Include targeted audiences, (i.e. underserved, special audiences, etc.) in program development?
Include steps to ensure overall accessibility?

Category III Anchor Description

These organizations have a documented history of at least 5 years of quality programing to a large and diverse audience from across more than one definable region. They serve as leaders in their fields by exhibiting overall excellence. They also have a documented impact on Michigan's economy and contribute to the growth and development of artistic excellence.

Category III Anchor Organizations

* **Have programs that function over multiple regions state-wide**

* **Are widely recognized as pivotal to arts and cultural activity in Michigan.**

Category III organizations provide multifaceted programs that foster the long-term cultural development of their community. (A multifaceted program is a series of interrelated activities of high quality combined with a comprehensive and significant educational component and community outreach.) They also directly address issues of programmatic and physical access to a broad audience and underserved communities. They also significantly impact employment, especially within their organizations, their community, and that of Michigan artists, creators and innovators.

Category III organizations are expected to take a leadership role in their field. They are also expected to provide opportunities for other arts and cultural organizations in Michigan to benefit from the expertise of program directors and other key personnel. (Besides the excellence of their programs, examples of leadership would include: mentoring other organizations, leadership roles in professional organizations, creating and implementing partnership opportunities, etc.) These organizations should have mechanisms in place to ensure community involvement in planning and decision making and also engage communities in an effort to promote the significance of arts and cultural activities in daily life.

Category III Anchors Must...

have minimum documented unrestricted revenues of $4,500,000 certified by an independent auditor. Category III Anchors may request up to $750,000 or 10% of total unrestricted revenue, whichever is less.

Matching Funds

Category III Anchor Organization grant recipients are required to make a minimum 1:1 cash match. State funds may not be used as matching funds. Any additional matching funds, over and above the cash match, may include other cash, earned revenue, contributions, and "in-kind" funds which represent a reasonable value of services, materials, and equipment, as allowed under federal Internal Revenue Service code for charitable contributions.

*NOTICE
The Council will not support general operating costs or projects and activities which are within the primary instructional and services responsibilities of a College or University, or are limited to the College or University faculty, staff and students. With their application for funding, Colleges and Universities must provide:

1) **Documentation of a demonstrated benefit to the community at large**
2) **Provide documentation of community involvement in the planning/implementation of the project**
3) **Include letters of support from community organizations**.

Category III Anchor---Review Criteria

Review Criteria

The questions posed within these four groups are used by peer reviewers as the primary tool to evaluate your proposal. Each peer reviewer will determine if the questions posed within the review criteria have been adequately answered by your grant proposal and score your application accordingly. Although it is not necessary to answer each individual question posed within the four sets of review criteria, your proposal must address each of the four review criteria areas. In that respect, the review criteria may also serve as an outline for your grant proposal.

Quality

50 points

Does the proposed program:

Demonstrate a significant contribution to arts and culture?

Use nationally accepted professional standards for presentation and/or performance?

Make use of appropriate facilities/sites, consistent with national standards?

Use qualified artists and recognizable themes for exhibits?

Challenge and cultivate the arts and cultural "awareness" of a broad and diverse audience?

Make use of information based on documented and reviewable research?

Management

10 points

Is the proposed program:

Suitable in light of the organization's mission statement?

Reflective of an inclusive planning process?

Likely to be implemented as planned within the fiscal year?

Sufficiently and appropriately funded, according to the organization's budget?

Employing qualified managers, planners, and program personnel?

Involving managers who take leadership roles in professional associations?

Using appropriate physical resources in program implementation?

Using effective and documented evaluation measures?

Impact

20 points

Does the proposed program:

Significantly impact the arts and cultural environment of Michigan?

Provide opportunities for other arts and cultural organizations in Michigan to benefit from the expertise of program directors and/or other key personnel?

Offer comprehensive educational programs?

Positively impact the employment of Michigan artists, creators and innovators?

Have clear evidence of economic impact, including the amount of leveraged project support from sources other than MCACA?

Have a significant amount of support from earned income?

Have an appropriate number of volunteers, if applicable, involved in project support activities?

Create or retain jobs?

Create or have an impact on cultural tourism opportunities in Michigan?

Delivery

20 points

Does the proposed program:

Make program-based services available to other arts and cultural organizations, educational organizations or community groups?

Use appropriate promotional methods within and outside of their community?

Make use of an appropriate marketing plan?

Include targeted audiences, (i.e. underserved, special audiences, etc.) in program development?

Engage communities to promote the significance of arts and cultural activities in daily life?

Include collaborative projects or partnerships?

Include steps to ensure overall accessibility?

Maintain equally high standards for presentation and/or performance within and outside of their community?

Application Form Instructions

Applications must be typed. Before preparing your application, read the guidelines. The guidelines provide important information about types of projects the Council will fund and the criteria by which your application will be reviewed. Be sure that your application addresses these issues.

Section 1: Cover Page ---The cover page provides a receipt record for Council use and provides the summary of the project for Council members.

Project Summary

Provide a clear and concise project summary. Include a project synopsis with timeline, number and types of activities for which MCACA funding is requested. Limit your response to the space provided. If the project is funded, this will be the basis for your grant contract language.

Separate applications must be completed for each grant request. The grant application may be duplicated.

Section 2

Applicant Information

Name, address and telephone number

Enter the legal name, other commonly used names, official mailing address, telephone number and office hours of the organization. Use exact spellings. Do not use abbreviations unless part of the official name. Correspondence will be sent to this address, including notification of receipt of your application.

Authorized Official

Enter the name and title of the person who is authorized to sign official papers. This person cannot be the same as the project director.

Board Chairperson

Enter the name, title and address of the individual who bears ultimate authority and responsibility on behalf of the applicant organization.

Section 2 County Code <u>and</u> Section 3 Project County Code(s)

<u>For Section 2</u> --- Enter the name and 2-digit code for the county in which the applicant organization's main office is located.

<u>For Section 3</u> --- Enter the two digit code(s) for the county in which the project takes place. The applicant organization's location and the project location may differ. Enter all county codes that apply.

01 Alcona	09 Bay	17 Chippewa	25 Genesee	33 Ingham
02 Alger	10 Benzie	18 Clare	26 Gladwin	34 Ionia
03 Allegan	11 Berrien	19 Clinton	27 Gogebic	35 Iosco
04 Alpena	12 Branch	20 Crawford	28 Grand Traverse	36 Iron
05 Antrim	13 Calhoun	21 Delta	29 Gratiot	37 Isabella
06 Arenac	14 Cass	22 Dickinson	30 Hillsdale	38 Jackson
07 Baraga	15 Charlevoix	23 Eaton	31 Houghton	39 Kalamazoo
08 Barry	16 Cheboygan	24 Emmet	32 Huron	40 Kalkaska

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41 Kent
42 Keweenaw
43 Lake
44 Lapeer
45 Leelanau
46 Lenawee
47 Livingston
48 Luce
49 Mackinac

50 Macomb
51 Manistee
52 Marquette
53 Mason
54 Mecosta
55 Menominee
56 Midland
57 Missaukee
58 Monroe

59 Montcalm
60 Montmorency
61 Muskegon
62 Newaygo
63 Oakland
64 Oceana
65 Ogemaw
66 Ontonagon
67 Osceola

68 Oscoda
69 Otsego
70 Ottawa
71 Presque Isle
72 Roscommon
73 Saginaw
74 Sanilac
75 Schoolcraft
76 Shiawassee

77 St Clair
78 St Joseph
79 Tuscola
80 Van Buren
81 Washtenaw
82 Wayne
83 Wexford
99 State wide
    (use for project
    activity only)

Federal Identification Number

Enter the applicant organization's 9 digit Federal Identification Number. This number (also known as Federal Employer Identification) is recorded on 990 Tax Returns and on W-2 forms.

Status Code --- *Describes Legal Status*

Enter the 2-digit code which indicates the applicant organization's legal status. If it is a nonprofit organization, add the letter which describes it.

02 Organization - Nonprofit no part of the income or assets inure to the benefit of any director, officer, or employee except as salary or reasonable compensation for services and travel expenses.

  A. - **An unincorporated association formed for nonprofit purpose**: a church committee, a group operating under an "assumed name," a new group of community volunteers, etc.

  B. - **A nonprofit or not-for-profit corporation:** some community arts councils, an advocacy organization, a group formed for a specific, usually temporary purpose (community festival, a private foundation (501(c)4), etc.

  C. - **A resident tax exempt (501(c)3) organization:** a private school, an arts organization, a private university, a charitable trust, a fundraising/granting organization, a public foundation, a "United Fund," a community service organization, a church, an alumni association, etc.

  D. - **A tax exempt organization other than (501(c)3) or one which is a Segment of a larger tax-exempt organization:** a state chapter of a national tax-exempt organization, a local branch of a statewide service organization, a congregation of a (national) religious denomination, a (national) fraternal service organization, a labor union or "local," etc.

03 Organization - Profit income or assets do inure to the benefit of directors, officers, employees, or stockholders.

04 Government - Federal to be used when the mail recipient is a unit of federal government.

05 Government - State to be used when the mail recipient is a unit of state government.

06 Government - Regional to be used when the mail recipient is a unit of a sub-state regional government.

07 Government - County to be used when the mail recipient is a unit of a county government.

08 Government - Municipal to be used when the mail recipient is a unit of a municipal government.

09 Government - Tribal to be used when the mail recipients are governing authorities of tribes, bands, reservations, or sovereign nations of American Indians/Alaska Natives.

99 None of the above - To designate an entry which cannot be coded.

Application Form Instructions

Institution Code ------ Enter a code to identify the applicant organization.

03 Performing group of artists who perform works of art (an orchestra, theater, dance group)

04 Performing Group , College/University - a group of college or university students who perform works of art.

05 Performing Group Community - a group of persons who perform works of art avocationally and which may be, but is not necessarily, professionally directed.

06 Performing Group for Youth - a group which may, but not necessarily, include children who perform works of art for young audiences.

07 Performance Facility - a building or space used for presenting concerts, drama, presentations, etc.

08 Museum of Art - an organization essentially educational, or aesthetic in purpose, with professional staff, which owns or utilizes works of art, cares for and exhibits them to the public in some regular schedule.

09 Museum /Other - an organization essentially educational or aesthetic in purpose, with professional staff, which own or utilizes tangible objects, cares for them and exhibits them to the public in some regular schedule. (e.g., non-arts organizations such as historical, agricultural, scientific, industrial and anthropological museums, zoos, aquariums and arboretums.)

10 Gallery/Exhibition Space-an organization or space which primarily exhibits works of art from collections other than its own and may be involved in selling those works.

11 Cinema - a motion picture theater organization which regularly shows films.

12 Independent Press - a non-commercial publisher or printing press which issues small editions of literary and other works.

13 Literary Magazine - a non-commercial, numbered, serial publication devoted to contemporary poetry, fiction, drama, or literary criticism.

14 Fair Festival - a seasonal program of arts events.

15 Arts Center - a multipurpose facility for arts programming of various types.

16 Arts Council/Agency - an organization whose primary purpose is to stimulate and promote the arts and increase access for the public through services, programs and/or funding within a specific geographic area. (e.g., county, state, local.)

17 Arts Service Organization - an organization which does not, as its central function, produce or present the arts, but which provides services that assist or promote artists and/or arts organizations (e.g., statewide assemblies, NASAA, Opera American Arts Education Alliances, etc.). Not to include presenters or producers of the arts or regional arts organization.

18 Union/Professional Association - include artists coalitions, professional associations (such as the American Association of University Professors), and all artists' clubs, guilds, and societies.

19 School District - a geographic unit within a state comprised of member schools within that area as defined by the state government.

20 School Parent/Teacher Association - an organization composed of school parents who work with local school teachers and administrators.

21 School, Elementary - also called a grammar school.

22 School, Middle - also called a junior high school.

23 School, Secondary - also called a senior high school.

24 School, Vocational/Technical trade school - School for secretarial, business, computer training, etc.

25 School, Other - such as one offering lessons and courses in karate, ballet, scuba diving, flower arranging, cooking, guitar, etc.

26 College/University - include state-supported colleges and universities, privately-supported colleges and universities, junior colleges and community colleges.

27 Library

28 Historical Society/Commission - a historical "society" is an organization dedicated to the study

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and preservation of the history of a town or region, usually owning a collection of documents and/or artifacts and frequently based in a historic building; a historical "commission" is an arm of local government, usually volunteer, charged with the survey of historic buildings in a town or region.

29 Humanities Council/Agency - an organization whose primary purpose is to stimulate and promote the humanities through services, programs, and/or funding, within a specific geographic area. (e.g.., county, state, local.)

30 Foundation - an endowed organization which dispenses funds for designated philanthropic purposes. Includes charitable trusts and corporate foundations.

31 Corporation/Business - a legal entity engaged in business or authorized to act with the same rights and liabilities as a person.

32 Community Service Organization - a non-arts organization designed to improve the lives of its membership and larger community through volunteerism and other services. Examples include youth centers, chambers of commerce, YMCAs. Elks, Clubs, the Salvation Army, Junior League, etc.

33 Correctional Institution - a prison, penitentiary, reformatory, etc.

34 Health Care Facility - hospital, nursing home, clinic, etc.

35 Religious Organization - church, synagogue, etc.

36 Seniors' Center - a facility or organization offering programs, care or services for people 65 and over.

37 Parks and Recreation - usually a municipal agency which provides a wide variety of services for the population. In addition to administration of park facilities, services may include planned activities such as concerts, plays and participatory activities. (e.g. ceramics, macrame and other crafts.)

38 Government, Executive - the administrative branch of the government, federal, state, county, local or tribal. Include grants to municipalities.

39 Government /Judicial - judges and courts of law.

40 Government - Legislative (House) - the representative body of government (commonly the House of Representatives) creating statues/laws. Include representatives and related other, such as legislative research personnel.

41 Government - Legislative (Senate) - the other legislative body of government (commonly the Senate) creating statutes/laws. Include senators and related others, such as legislative research personnel.

42 Media Periodical - a periodical publication including magazines, journals, newsletters, etc. Does not include daily or weekly newspapers.

43 Media - Daily Newspaper

44 Media - Weekly Newspaper

45 Media - Radio

46 Media - Television

47 Cultural Series Organization - an organization whose primary purpose is presentation of single arts events or cultural series such as Community Music Series, Metro Modern Dance Series, Washington Performing Arts Society, or film series.

48 School of the Arts - any school which has arts education as its primary educational mission. Include magnet schools for the arts, community arts schools, conservatories, schools for artistically gifted, etc.

49 Arts Camp/Institute - a organization dedicated to camps, institutes or in-depth experiences for limited time duration (e.g., a children's summer music camp).

50 Social Service Organization - governmental or private agencies designed to provide services addressing specific social issues (e.g. public housing, drug abuse, welfare, violence, the environment, health issues, etc.).

51 Child Care Provider - an organization providing child care.

99 None of the above.

Application Form Instructions

Legislators

Identify your U.S. Representative to Congress, state senator and state representative and their districts. This information may be obtained through your local library or county clerk's office

Section 2-- Applicant Primary Discipline Code <u>and</u> Section 3 --- Projects Primary Discipline Code:

<u>For Section 2:</u> Enter the one code that describes primary area of work for the applicant organization.
<u>For Section 3:</u> Enter the one code that best describes the primary discipline of the project.

01 Dance
(do not include mime; see "Theater", 04, for mime)
- A   ballet
- B   ethnic/jazz include folk-inspired, (see "Folk Arts", 12)
- C   modern

02 Music
- A   band do not include jazz or popular
- B   chamber include only music for one musician to a part
- C   choral
- D   new include experimental, electronic
- E   ethnic include folk-inspired; see "Folk Arts," 12
- F   jazz
- G   popular include rock
- H   solo/recital
- I   orchestral includes symphonic and chamber

03 Opera/Music Theater
- A   opera
- B   musical theater

04 Theater
- A   theater-general include classical, contemporary, experimental
- B   mime
- D   puppet
- E   theater for young audiences

05 Visual Arts
- A   experimental include conceptual, new media, new approaches
- B   graphics include printmaking and book arts; do not include graphic design: see "Design Arts,"
- D   painting include watercolor
- E   sculpture

06 Design Arts
- A   architecture
- B   fashion
- C   graphic
- D   industrial
- E   interior
- F   landscape architecture
- G   urban/metropolitan

07 Crafts

A	clay	B	fiber
C	glass	D	leather
E	metal	F	paper
G	plastic	H	wood
I	mixed media		

08 Photography include holography

09 Media Arts
- A   film
- B   audio include radio, sound installations
- C   video
- D   technology/experimental (include work created using computer or other digital or experimental media as the primary expressive vehicle)

10 Literature

A	fiction	B	nonfiction
C	playwriting	D	poetry

11 Interdisciplinary - pertaining to art forms/art works that integrate more than one arts discipline to form a single work (e.g. collaboration between/among the performing and/or visual arts), include performance arts.

12 Folk Life / Traditional Arts - pertaining to oral, customary, material, and performance traditions informally learned and transmitted in contexts characteristic of ethnic, religious, linguistic, occupational, and/or regional groups. For dance, music, crafts/visual arts and oral traditions that meet the above criteria, use the subcodes 12A-12D. For other folklife or traditional art forms not itemized below (such as specific occupational arts, vernacular architecture, folk/traditional theater or other performing art forms), use the main code of 12. **Do not include folk-inspired forms.** (For example, interpretations of ethnic/folk dance or music by artists outside the particular ethnic/folk tradition should be coded 01B or 02E, respectively.

      12A: Folk/Traditional Dance
      12B: Folk/Traditional Music
      12C: Folk/Traditional Crafts and Visual Arts
      12D: Oral Traditions (include folk/traditional storytelling)

13 Humanities - pertaining but no limited to the following fields: history, philosophy, languages, literature, linguistics, archaeology, jurisprudence, history and criticism of the arts, ethics, comparative religions, and those aspects of the social sciences employing historical or philosophical approaches. This last category includes cultural anthropology, sociology, political theory, international relations, and other subjects concerned with questions of value and not with quantitative matters.

14 Multi-disciplinary - pertaining to grants that include activities in more than one of the above disciplines; use this code to describe only those grants in which the majority of activities cannot be attributed to one discipline. If the majority of supported activities are clearly within one discipline, that discipline should be used instead of multi-disciplinary. Do not include interdisciplinary activities or events. See "Interdisciplinary", Code 11.

15 Non-arts/Non-humanities

Section 2---Grantee Race Code

Enter the ONE code that best represents 50 percent or more based on code description for the applicant organization. *Applicant organizations should code themselves based on the predominant group of which their staff or board or membership (not audience) is composed. Use the list below. Organizations should choose the* **one** *code that best represents 50 percent or more of their staff or board or membership.*

    A ----- 50% or more Asian
    B ----- 50% or more Black / African American
    H ----- 50% or more Hispanic / Latino
    N ----- 50% or more American Indian / Alaska Native
    P ------ 50% or more Native Hawaiian / Pacific Islander
    W ----- 50% or more White
    99 ----- no single group listed above represents 50 percent or more.

Section 3--- Project Race/Ethnicity Code

Enter the ONE code that best reflect the project activities: *If the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, chose that group's code from the list. If the activity is not designated to represent or reach any one particular group, choose code "99"*

Section 3 --Project Information
Project Director (contact person)

This is the person to whom questions concerning this application will be addressed. Include address and phone number(s). This person cannot be the same as the authorizing official.

Activity/Project Title

Start date/end date

Enter the dates of your project. These dates must be within the grant period of October 1, 2006 through September 30, 2007.

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Type of Activity Codes
General description of what you plan to do.

01 Acquisition - expenses for additions to a collection.

02 Audience Services - ticket subsidies, busing senior citizens to an event.

04 Creation of Work of Art/Commission.

05 Concert/Performance/Reading-include production/ development.

06 Exhibition - include visual arts, film, video, production development.

07 Facility Construction, Maintenance, Renovation. Note: Design is 04.

08 Fair/Festival - periodic/seasonal program of arts events.

09 Identification/documentation - archival, educational purposes.

10 Institution/Organization /Establishment -creation/ development of a new institution/organization.

12 Arts Instruction - include lessons, classes, and other means used to teach knowledge of and/or skills in the arts.

13 Marketing - see budget definitions.

14 Professional support - administrative.

15 Professional Support - artistic.

16 Recording/Filming/Taping - including creation in 04, documentation in 09, publication in 17.

17 Publication - books, manuals, newsletters.

18 Repair/restoration/Conservation.

19 Research Planning - include program, evaluation, strategic planning, and establishing partnerships/ collaborations between agencies.

20 School residency - artist activities in an educational setting wherein one or more core student groups receive repeated artist contact over time.

21 Other residency - artist activities in a non-school setting wherein one or more core student groups receive repeated artist contact over time.

22 Seminar/Conference.

23 Equipment Purchase/Lease/Rental.

24 Distribution of Arts - films, books, prints; including broadcasting.

25 Apprenticeship/Internship.

26 Regranting.

27 Translation.

28 Writing About Art - include criticism.

29 Professional Development/Training - activities enhancing career advancement.

30 Student Assessment - the measurement of student progress toward learning objectives. Not to be used for program evaluation.

31 Curriculum Development/Implementation - include the design, implementation and distribution of instructional materials, methods, evaluation, criteria, goals and objectives.

32 Stabilization/Endowment/Challenge - grant funds used to reduce debt, contribute to endowments, build cash reserves or enhance funding leverage or stabilization.

33 Building Public Awareness - activities designed to increase public understanding of the arts or to build public support for the arts.

34 Technical Assistance - with technical/administrative functions.

35 Web Site / Internet Development - include the creation or expansion of existing Web sites (or sections of Web sites) as well as the development of digital art collections, databases, discussion areas or other interactive technology services delivered via the Internet.

36 Broadcasting - include broadcasts via television, cable, radio, the Web or other digital networks.

99 None of the above.

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Arts Education Code:

An arts education project is defined as ---- An organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge and/or skills in the arts with measurable outcomes.

Projects not fitting the definition of arts education stated above should be coded 99.

For those projects fitting the National Standard Arts Education definition, the use of sub-codes A through D, indicating specific learning audiences, are required. If a project serves multiple groups of learners or the general public, main numeric codes are acceptable:

01 50% or more of this projects activities are arts education directed to:
- A. K-12 students
- B. Higher education students
- C. Pre-kindergarten children
- D. Adult learners (including teachers and artists)

02 Less than 50% of this project's activities are arts education directed to:
- A. K-12 students
- B. Higher education students
- C. Pre-kindergarten children
- D. Adult learners (including teachers and artists)

99 None of this project involves arts education

Project Descriptors

Select the descriptor(s) below that comprise a significant portion (50 percent or more) of the grant's resources /activities. Select and enter all that apply. If none apply, or if the descriptors below apply to a small or indeterminate portion of your activities, enter a "Z".

A Accessibility - grants or services related to ADA/504 compliance or other activities designed to increase access to the arts for persons with disabilities.

I International - programs or activities supporting any of the following: grantees visiting other countries, foreign artists visiting the USA, any cultural exchange program, linkages with artists or institutions in other countries, or establishing/administering international programs in your own agency.

P Presenting/Touring - grants or services resulting in the movement of artists and artworks for performances, readings, screenings, exhibits, etc., in different geographic areas. Use this code to indicate funds awarded for either the hosting/presentation of works originating outside of the grantee community or for the fees paid to artists or arts organizations that will, themselves, be touring in different areas.

T Technology - grants or services using technology for the creation or dissemination of artworks or the use of technology for organizational management purposes.

Y Youth at Risk - grants or services designed primarily to serve at-risk youth. Include arts-related intervention programs (for violence, drug/alcohol abuse and crime) as well as other creative programming specifically involving at-risk youth as primary project participants or beneficiaries.

Application Form Instructions

Section 4 --- Summary Information

The information provided in Sections 4a and 4b will be reported to the public, in compliance with the Michigan Council for Arts and Cultural Affairs' research and communication plans. The information should represent your projections and estimates for the entire grant period. Awardees will have an opportunity to amend the projections and estimates during the grant contracting process, and will be required to provide actual participant numbers in the final grant report.

Section 4a----Budget Summary

Complete Section 5, Projected Budget before completing the budget summary.

Section 4b----Project Participation Summary

Michigan Artists Participating

Enter the number of Michigan artists involved in this project as providers of art, artistic or cultural services.

Amount Paid to Michigan Artists

Enter the amount paid to Michigan artists involved in this project as providers of art or artistic or cultural services.

Artists Participating

Enter the total number of artists involved in this project as providers of art, artistic or cultural services (this total number should include Michigan artists).

Amount Paid to Artists

Enter the total amount to be paid to artists involved in this project as providers of art, artistic or cultural services (this total should include the amount paid to Michigan artists).

Individuals Benefitting

Count direct project participants, service providers and any staff, board members or other partners directly involved with the project. Do not use the total number of individuals served by all programs of the organization receiving the grant award. Figures should encompass only those individuals directly affected by or involved in the funded activity, and should include the totals from the Artists Participating and Youth Benefitting fields. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees.

Youth Benefitting

Enter the total number of children and youth (including students, participants, and audience members) who will directly benefit from the project. This figure should reflect a portion of the total number reported in Individuals Benefitting.

New Hires and Employees

Enter the number of individuals who will be hired and employed by the applicant organization, during the grant period, to implement the project. Include full and part-time staff. Do not include contract workers.

Section 4c ----ADA Information

Please circle the appropriate response. Unless the question states otherwise, the information you provide on ADA compliance should be project specific.

Application Form Instructions

Section 5--- Projected Budget

Complete the budget paying attention to the instructions on the application form as well as the budget definitions. **On the Cash Expenses side of the budget form please include the amount of the cash expenses that are to be MCACA monies, in the column headed "MCACA dollars".**

NOTE: A detailed itemization must be provided **as Attachment #2**. The budget itemization **must follow** the same format as the sample itemization in this booklet (pages 37-38) and include all sub-totals and totals.

Revenue

Include all earned and unearned revenue for this project. Provide an explanation of revenue sources in the detailed budget itemization. Copy in-kind expenses total from line 33 to line 18.

Expenses

Include all expenses for this project. List cash expenses under cash column. List the dollar value of all donated programming space, goods and/or service hours under in-kind. All expenses must be fully explained in the budget itemization. Generally, Council funds cannot be used for capital expenses, therefore, revenue to cover these expense items should be clearly identified and completely explained in the revenue breakdown portion of your budget itemization.

Add line 4 and line 13. Enter the total of these two lines on line 20, cash match.

After completing the project budget, Section 5, transfer information to Budget summary (section 4a).

Section 6---Assurances

Please review carefully. Provide the signature of the authorized official, or board designee; include the meeting and signing dates.

Section 7 --- Attachments

Section 7 --- Attachments and Attachments Checklist

Attachments--- There are 10 required attachments to your application for year one of the Anchor Organization Program. Attachment #11 is only for those organizations asking for American Masterpieces Designation in the four eligible categories.

Attachment #1,   Narrative
Attachment #2,   Financial Statement, Project Budget Itemization
Attachment #3   Proof of Tax Exempt Status
Attachment #4   Brief Organizational History
Attachment #5   Mission Statement
Attachment #6   Defined Service Area
Attachment #7   Resumes of key personnel, List of board members
Attachment #8   Letters of Support
Attachment # 9   Self Assessment Form
Attachment #10   Documentation
Attachment # 11 American Masterpieces

Attachments/Checklist

The Attachments/Checklist must be submitted with your application. Checklist---Completing this section will ensure the applicant and MCACA that all necessary sections of the grant application have been completed.

Application Instructions---Attachments

Attachment #1.--- Proposal Narrative as

> Narrative must be typed single spaced, on 8½" x 11" sheets of white paper one-sided only. Do not use point type size smaller than 12 point, be sure to leave a minimum margin of 1" on all sides. **Failure to adhere to formatting criteria may result in a loss of points.**

> **Submit no more than 10 narrative pages** and label as Attachment #1 - Proposal Narrative. Collate and number each page in the upper right corner. Be sure to include the name of the organization and narrative question on each page.

> The Narrative description of the specific program activities for which funding is requested (who, what, when, where, why, and how) must be based on the program category review criteria (pages 14, 16, or 18). Submit your Year 2 and Year 3 summaries separate from your narrative. Theses summaries do not count as part of your narrative pages total.

> Clearly label each summary page.

Attachment #2 --- Financial Statement and Project Budget Itemization.

Your Financial Statement must be your:

♦ Last certified audit (2004, or 2005 are acceptable)
   If your organization is part of a larger organization (such as a university of a municipality) the audit you provide must clearly indicate your organization's total expenses, revenues and satisfy the legislative boilerplate language, 2005 Public Act 157, Sec. 404 (b) (see page 4).

♦ **Project Budget Itemization**
   Each revenue and expense budget figure from Section 5, Projected Budget, must be itemized, including all payments to artists and in-kind. Indicate the source (for revenue amount) and use (for an expense amount) for each figure in the itemization. The itemization of all artists payments should identify artists or groups who will be paid by name, and the fee for each (the fee for a group of artists along with the type and number of artists to be paid may be substituted for the list of the artists' names). The itemization must be accurate and balance with the projected budget in section 5. Indicate if the itemized amounts representing revenue are either projected or confirmed by using a letter "P" or a letter "C".

♦ **MCACA dollars**
   Please note that in your itemization we are requiring exact line items showing where MCACA funds will be spent as part of your cash expenses.

Attachment #3---Proof of 501c(3) Status

> Provide proof of tax exempt status. A 501c(3) and other tax exempt organizations should submit a copy of their IRS tax determination letter. The following items will not be accepted as proof of tax exempt status: proof of Michigan non-profit incorporation, articles of incorporation, by-laws, proof of sales tax exemption. **(Agencies of government and public schools, school districts, intermediate school districts, colleges and universities are exempt from this requirement).**

Application Instructions---Attachments

Attachment #4 ----Organization History

In not more than one page, please provide a brief description of the applicant organization including history and activities.

Attachment #5---Submit Mission Statement

Attach your organization's mission statement and any other documented guiding principles that help to create your organization's identity.

Attachment #6 --- Defined Service Area

Define your organization's service area. Include such information as geography, municipalities, demographics or other pertinent information identifying your sphere of influence or impact.

Attachment #7----Resumes of Key Personnel

Provide current resumes of the program's key personnel, including, but not limited to, program directors, managers, participating artists, curators, cultural professionals etc. Include a list of your organization's governing board members.

Attachment #8--- Letters of Support

Letters of support should be current, reinforce the worth of project activities and come from the community/constituents served. Provide letters of support from key members of the collaboration/partnership to indicate the degree of their involvement and their commitment to the project. Letters of support from elected officials do not necessarily indicate general community support. You may submit as many as 10 letters of support, but no fewer than three.

Attachment #9 --- Self Assessment Form

Complete the Project Assessment forms located in the back of the guidelines, immediately after the application form. Be sure to complete all the sections thoroughly. **If funded, organizations will be asked to use this document to evaluate the project's overall success/impact as part of the final reporting requirements.** Selected funded projects may also be required to hire an outside evaluator as part of this assessment process.

Attachment #10--- Documentation and Samples of Work

1) Provide concise but representative sample of materials, to acquaint panelists with your organization and its programs (i.e. long-range plan, marketing plan, promotional materials, pamphlets, brochures, annual reports, programs, catalogues, newsletters, etc.).
2) Provide program-specific documentation. (i.e. exhibit blueprints or story-line, interpretive outline, or project implementation plan).

Each item should be labeled and numbered in the right, top corner.
Sample materials may not exceed the following:
1) Three (3) copies of not more than five (5), one-page items (press release, critical review, etc.)
2) Three (3) copies of not more than one (1), multi-page item (newsletter, pamphlet, annual report, etc.)No "over-sized" (larger than 9"x12") items may be submitted.

Application Instructions---Attachments

Samples of Work

Submit three (3) copies of samples of works in addition to other documentation. You should be aware that one copy of your documentation stays in MCACA offices, the other two copies are forwarded to the primary and secondary reviewers of your project and may not be viewed and or listened to by the entire review panel.

Submit Samples of Work using the following formats as applicable.

Do not submit original work.

Audio Recordings

Submit as follows.

1. Submit standard audio cassette tapes or compact discs
2. Submit three (3) copies of one (1) Audio recording
3. Label the recording with name of the applicant organization.
4. A one-page Audio Sheet that describes the work sample reviewers will evaluate.

Printed Photography

Submit printed photographs as follows.

1. Submit three (3) sets of up to ten (10) photos.
2. A one page photo list that describes each print. Number the descriptions to correlate with the numbered print they describe.

CD Rom/DVD

Submission of CD roms/DVDs are acceptable

1. Submit three copies.
2. Submit a one page index describing the information contained on the disk.

Video Tapes

Submit a Video Tape as follows:

1. Submit three (3) copies of one (1), ½" VHS format video cassettes, recorded at standard play speed.
2. Label the Video Tape with the name of applicant organization.
3. A one page Video Sheet that describes the sample to be evaluated.

   The Council assures that video tapes will be used for the purpose of artistic evaluation, then archived in accordance with the State's retention schedule. Video samples will not be made available for subsequent viewing by any individual or organization. In all matters pertaining to video taped Samples of Work, AEA rules and regulations apply.

Attachment 11 -- Consideration for American Masterpieces

Organizations wishing to have their project considered as a candidate for American Masterpieces funding/designation must:

        A) check the proper box on Page 0ne of the Application form
        B) make your case and provide evidence of the projects inclusion of an American Masterpieces, as a one page attachment.

MCACA will provide support and designate projects for inclusion in the American masterpieces Initiative in each of the four eligible components:

1   choral music,
2   dance,
3   musical theater, and
4   visual arts.

Choral:

This component of American Masterpieces will celebrate the extraordinary and rich evolution of Choral Music in the United States.

American Masterpieces Choral Activities may include, but are not limited to;

- choral recitals/festivals that will highlight repitoire by American composers.
- educational activities that help convey the significance of American choral music and provide access to the rich legacy of American choral history.
- home-based or touring performances of American choral work(s) that are artistically, historically and culturally significant.

Dance:

This component of American Masterpieces will celebrate the extraordinary and rich evolution of dance and choreography in the United States.

American Masterpieces Dance Activities may include, but are not limited to;

- Home-based or touring performances of American dance work(s) that are artistically, historically and culturally significant.
- Restaging, performance, and documentation of significant American choreography in order to provide access to the rich, but often inaccessible, legacy of American dance history.
- Educational activities such as master classes, lecture demonstrations, movement workshops, etc.

Musical Theater:

This component of American Masterpieces will celebrate the collaborative genius, evolution, diversity, and cultural contribution of the American musical theater.

American Masterpieces Musical Theater activities may include, but are not limited to;

- Home-based or touring performances of musical theater masterworks.
- Masterpieces from the classical canon. Lesser known works by master artists. Concert stagings of lesser known masterworks. Musical theater for young audiences. Masterworks representing new music theater forms. Works of historical or cultural significance.
- Educational activities that help convey the significance of American musical theater and provide access to the rich legacy of American musical theater.

Attachment 11 -- Consideration for American Masterpieces

Visual Arts:

This component of American Masterpieces will celebrate the extraordinary and rich evolution of the visual arts in the United States.

American Masterpieces Visual Arts activities may include, but are not limited to;

- Home-based or touring exhibitions that focus on schools, movements, traditions, subject areas and themes such as:

  *The Hudson River School *American Impressionism *Native American Art *American Masterworks from Unique Collections *Aspects of American Art Post-1945 to the Present *Art of the W.P.A. *Latino Art *The Portrait in America *American Naïve Art * African American Art * American Photographers and Photography *American Decorative Arts *The Art of the American West * Industrial Design * Architecture *Costume and Textiles *Folk Arts

- Educational activities that help to convey the significance of American visual arts and provide access to the rich legacy of American visual arts history.

- Recognition of a particular style, movement, or tradition relevant to Michigan or the Great Lakes region, or a particular state visual arts master, through:

  *Exhibition *Master class *Lecture *Radio/Television Profile *Publication *Web Feature.

PLEASE REMEMBER

Take the time to develop a strong proposal. As necessary, seek MCACA staff assistance prior to the application deadline. Remember, good planning makes successful projects.

The application narrative should be easily understood by readers who may not be familiar with your organization. Remember, not everyone knows your past accomplishments, your target audience and participants, or your service area. Also, clearly explain the roles, duties, responsibilities and contributions of all project partners and collaborators.

Clearly explain the public benefit of your project.

Your documentation should support your application. Remember to use current letters of support and samples of work. Remember, if you have a website to include appropriate references, especially in regards to samples of work, annual reports, strategic plans etc., as they relate to your application.

You should consider your budget another opportunity to state your case for funding. Use your budget to support your project narrative. Make sure that the numbers in the budget match the numbers in your narrative.

Provide detailed explanations for all budget items, cash and in-kind. Double check the accuracy of all mathematical calculations.

Remember, prior MCACA funding does not ensure continued support.

Check for typos.

Before mailing, make certain your application package is complete. You **<u>will not</u>** be notified of application deficiencies. No additional information may be submitted after the June 1st deadline.

Application Instructions--Mailing

Mailing Instructions

Applications are to be post marked by June 1, 2006 for projects beginning on or after October 1, 2006. **Hand delivered applications must be received in the MCACA offices by 4:00 p.m. on June 1, 2006.**

Applications must be postmarked by the **U.S. Post Office** or **dated by a commercial carrier** on or before the application deadline. Hand delivered applications must be dated and documented received by Council staff on or before the application deadline. **Late or significantly incomplete applications will not be accepted and will not be reviewed.**

Applications will be evaluated as submitted.

Metered mail will not be accepted as proof of meeting deadlines. Faxed applications are unacceptable.

Applications must be typed or word processed.

The original and three copies (total of four) of the completed Council forms and required attachments must be collated and placed in its own envelope. Each envelope should be labeled with the organization's name and identified according to the checklist (see Section 7 of the application form, "Attachment Checklist--Packaging").

Three copies of documentation requested in specific program or component guidelines should be submitted in separate envelopes labeled with the organizations' name and identified according to the checklist.

The seven envelopes (four applications with attachments, and three documentation envelopes) are to be submitted in a single package.

All envelopes are to be submitted in a single package.

It is the applicant's responsibility to ensure that application sets are collated and assembled properly. Individual envelopes will not be opened and will be forwarded to reviewers as submitted. Envelopes will not be checked by staff prior to distribution. Check individual program information for any special instructions.

The Council is not responsible for loss or damage of application materials. The Michigan Council for Arts and Cultural Affairs reserves the right to retain a copy of application materials for archival purposes and its permanent record.

All application materials are public records. Keep a complete copy of your application for your file.

Applications should be sent to the following address:

**Grant Application
ATTN. Anchor Organizations
Michigan Council for Arts and Cultural Affairs
P.O. Box 30706
Lansing, Michigan 48909-8206**

Budget Definitions

Activity
Refers to the specific project or range of operations proposed for MCACA funding.

Admissions
Revenue derived from fees earned through sales of services (other than this grant award). Include sales of workshops, etc., to other community organization, government contracts for specific services, performances or residence fees, tuition, etc. Include foreign government support.

Applicant Cash
Funds from the applicant's resources allocated this project.

Capital Expenditures-Acquisitions
Expenses for additions to a collection, such a works of art, artifacts, plants, animals or historic documents, the purchase of which is specifically identified with the activity.

Capital Expenditures - Other
Expenses for purchases of building or real estate, renovation or improvements involving structural change, payments for roads, driveways, or parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc., which are specifically identified with the activity.

Corporate Support
Cash support derived from contributions given for this activity (other than this grant award) by businesses, corporations and corporate foundations, or a proportionate share of such contributions allocated to this activity.

Employee-Administrative
Payments for employee salaries, wages and benefits specifically identified with the activity, for executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, fund raisers, clerical staff such as secretaries, typists, bookkeepers, and supportive personnel such as maintenance and security staff, ushers and other front-of-the house and box office personnel.

Employees-Artistic
Payment for employee salaries, wages and benefits specifically identified with the activity, for artistic directors, conductors, directors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

Employees-Technical/Production
Payments for employee salaries, wages and benefits specifically identified with the activity, for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stage hands, video and film technicians, exhibit preparators and installers, etc.

Federal Support
Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the federal government, or a proportionate share of such grants or appropriation allocated to the activity.

Foundation Support
Cash support derived from grants given for this activity (other than this grant award) by private foundations, or a proportionate share of such grants allocated to this activity.

Government Support
Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the city, county, in-state regional and other local government agencies, or a proportionate share of such grants or appropriation allocated to the activity.

Budget Definitions

Grant Request
Amount requested in support of this activity.

In-Kind
In-kind items utilize the same definitions as cash categories to reflect the value of fees and services which are provided to the applicant by volunteers or outside parties at no cash cost to the applicant.

Marketing
All costs for marketing, publicity, and/or promotion specifically identified with the activity. Do not include payments to individuals or firms which belong under "personnel" or "outside fees and services." Include costs of newspapers, radio and television advertising, printing and mailing of brochures, flyers, and posters, and food, drink and space rental when directly connected to promotion, publicity or advertising. For fund-raising expenses, see "Other Expenses."

Non-employee artistic fees and Services
Payments to firms or persons for the services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity. Include artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc. serving in non-employee/non-staff capacities.

Non-employee, other fees and services - Payments to firms or persons for non-artistic services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity.

Other Expenses
All expenses not entered in other categories and specifically identified with the activity. Include fund-raising expenses, scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, non-structural renovations or improvements, trucking, shipping and hauling expenses not entered under "Travel."

Other Private Support
Cash support derived from cash donations given for this activity or a proportionate share of general donation allocated to this activity. Do not include corporate, foundation or government contributions and grants. Include gross proceeds from fund-raising events.

Other Unearned
Revenue derived from sources other than those listed above. Include catalog, sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

Space Rental
Payments specifically identified with the activity for rental of office, rehearsal, theater, hall, gallery and other such spaces.

State/Regional Support
Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of state government, or a proportionate share of such grants of appropriations allocated to the activity. *Some examples of other state funding include: Minigrants, Touring Arts, MSHDA, DNR, MDOT etc.*

Travel
All costs directly related to travel of an individual or individuals and specifically identifies with the activity. Include fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. For trucking, shipping, or hauling expenses, see "Other Expenses."

Sample Itemization

MCACA requires that you submit a full itemization of each figure in your budget. That itemization is to be submitted as ATTACHMENT #2. The following is a sample of such an itemization. Indicate if amounts listed on line 1 through 14 are pending or confirmed by placing a "p" or "c", next to the dollar amount.

ATTACHMENT #2, Page 1
"Your" Arts Organization Inc.

REVENUE

(p = projected) (c = confirmed)

		SUB TOTALS	TOTALS
Line 1 Admissions			
Ticket sales			
4 performances x 750 x $5 per ticket	$15,000 p	**$15,000**	
Line 2 Contracted services			
7 school workshops - 7 x $150 ea	$1,050 c		
2 school performances - 2 x $350 ea	$700 c		
	$1,750 c	**$1,750**	
Line 3 Other / Memberships			
400 x $15 per membership	$6,000		
80 x $25 per membership	$2,000		
	$8,000 c	**$8,000**	
Line 5 Corporate Support			
The Alexander Corporation	$2,000 p		
15 businesses @ $250	$3,750 p		
4 businesses @ $1,000	$4,000 p		
	$9,750 p	**$9,750**	
Line 7 Other Private Support			
Millionaire Raffle	$7,000 p		
Charities of Our Town	$3,000 p		
	$10,000 p	**$10,000**	
Line 16 Council request	$11,000	**$11,000**	
Line 17 Total Cash Revenue	$55,500	**$55,000**	***$55,500**

(*Note: This amount should equal the amount on line 32 of the budget form.)

EXPENSES - IN-KIND

		SUB TOTALS	TOTALS
Line 21 Administrative Employees:			
Executive Director - 5% of salary	$1,250	**$1,250**	
Line 25 Other fees/services (non-employee)			
7 school teachers - 7% of salary			
7 x $2,450 =	$17,150	**$17,150**	
Line 26 Space Rental			
Allante Elementary Auditorium			
2 performances - 2 x $800 =	$1,600	**$1,600**	
Line 33 Total In-Kind Expenses	$20,000	**$20,000**	***$20,000**

(*Note: This amount should equal the amount on line 18 of the budget form.)

Sample Itemization

"Your" Arts Organization

EXPENSES - CASH	MCACA	Cash Expenses	TOTALS
Line 21 Administrative Employees			
Executive Director - 20% of salary	$1,500	$5,000	**$ 5,000**
Line 22 Artistic Employees			
Grover Dance Company (5 dancers)			
4 performances -4 x $5,550	$,5000	$22,200	
2 performances -2 x $1,300	$1,300	$2,600	
		$24,800	**$24,800**
Line 24 Artistic Fees / Services			
Robert Perry (dancer)			
2 three-hour workshops - 2 x $200	400	$400	
John Dubin (dancer)			
1 lecture/demonstration - 1 x $200	200	$200	
Darla Heller (dancer)			
2 in-service 2 x $200	$400	$400	
Carrey Cooper String Quartet (4 musicians)			
2 performances - 2 x $800	$500	$1,600	
The Mozart Symphony			
4 performances - 2 x $2,500	$1,700	$10,000	
		$12,600	**$12,600**
Line 26 Space rental			
Hicks theater			
4 performance - 4 x $1,050		$4,200	**$ 4,200**
Line 28 Marketing			
Newspaper Ads			
4 x $180		$720	
5 x $200		$1,000	
2 x $780		$1,560	
Posters			
50 x $13		$ 650	
		$3,930	**$3,930**
Line 29 Other Expenses			
Ticket Agent		$500	
School materials			
Dance Dream booklets - 245 x $3		$735	
Teacher guide booklets - 7 x $5		$35	
Royalties		$2,450	
Millionaire raffle		$1,000	
Corporate fundraising solicitation		$250	
		$4,970	**$4,970**
Line 32 Total Cash Expenses			
		$55,500	***$55,500**

(*Note: This number should equal the amount reported on line 17 of the budget form.)

NOTE: The numbers used in the Itemization samples are presented solely as examples of budget itemization format. These numbers are not to be used as recommendations of the Council of proper pay scales/ expenses etc.

Test Yourself with these Questions

Take a look at the following questions. If you can answer each question "Yes" you have prepared your application to be reviewed by the peer panel. If any of your answers are "No" you may want to revisit your application.

1. Did you use an inclusive process to develop your project?

2. Does your application narrative clearly respond to the program guidelines and review criteria?

3. Is the proposed program compatible with the mission and goals of your organization?

4. Does your community and others outside your organization support the program? Is their support evidenced in letters, agreements, matching funds, volunteer contributions, etc.?

5. Are your program budget projections realistic? Are personnel wages, supply and equipment costs, rental fees, marketing and promotional expenses etc. appropriate?

6. Have the grant program matching requirements been met?

7. Have you clearly explained what you plan to accomplish through your program?
    Why? How? When?

8. Are the program activities accessible to the general public? Persons with disabilities?

9. Is the facility, in which the program activities will take place, accessible to persons with disabilities?

10. Have you provided a plan to assess and evaluate the impact and success of your program?

11. Do resumes and bios of key personnel reflect relevant experience and expertise?

12. Generally, MCACA final grant awards are less than the amount requested. Have you considered how partial funding may impact the implementation of your program?

13. Are all of your letters of support current and relevant to your project?

14. Is your cash flow sufficient to ensure that your program can begin while you wait for your Council funding to arrive?